

STATE LIBRARY OF PENNSYLVANIA



3 0144 00079989 0

PE 1.3
[N.S.]
no 290-293,
295

CLASS P38.19 BOOK 1.3.1

VOLUME 290.293, 295-296



PENNSYLVANIA
STATE LIBRARY



FEDERAL BUREAU OF INVESTIGATION
Gen. Library Bureau
Government Publications

A faint, grayscale watermark-like image of a classical building with four columns and a triangular pediment occupies the background of the page.

Digitized by the Internet Archive
in 2016

**Minimum Standards Governing Reimbursement of Extension
Schools, Classes and Activities and Accreditment of
Extension Secondary Schools . . . Bulletin No. 290**

LESTER K. ADE
Superintendent of Public Instruction



Extension Education Activities

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg—1938

STAFF ORGANIZATION

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

DIRECTORY

LESTER K. ADE

Superintendent of Public Instruction

Chairman, School Employes' Retirement Board
Chairman, Board of Presidents, State Teachers Colleges
CLARENCE E. ACKLEY, Deputy Superintendent
F. STEWARD HARTMAN, Executive Assistant

BUREAU OF ADMINISTRATION AND FINANCE

DONALD P. DAVIS, Director

CARL D. MORNEWECK, Assistant Director

| | |
|--|---|
| School Law..... | LEWIS F. ADLER, Legal Adviser |
| Child Accounting and Research..... | CARL D. MORNEWECK, Chief Research and Statistics..... |
| Child Accounting..... | DONALD W. CAMPBELL, Adviser JONAS E. WAGNER, Adviser (MRS.) LEONA SAVAGE, Adviser |
| School Plant..... | HUBERT C. EICHER, Chief Institutions..... |
| School Districts | RICHARD H. KLINE, Adviser HAROLD M. PHILPOTT, Adviser DAVID D. DEMMY, Adviser |
| Heating and Ventilating | JOSEPH K. GASTROCK, Adviser |
| Consolidation and Transportation | RAYMOND W. ROBINSON, Chief School Business..... |
| | E. A. QUACKENBUSH, Chief ROY CLEAVER, Adviser |
| | D. EDWIN DITZLER, Adviser JOHN A. SHEFFER, Adviser |
| Budgetary Control | FRANCES M. BURKE, Chief |
| Vocational Education Finances | W. M. J. McCLURE, Adviser |
| Public School Subsidies | GEORGE H. RICHWINE, Adviser |
| Purchases | JOHN F. BOLAND, Adviser |
| Finances..... | MARION K. MCKAY, Consultant |

BUREAU OF INSTRUCTION

PAUL L. CRESSMAN, Director

WALTER B. JONES, Assistant Director

| | |
|------------------------------------|---|
| Elementary Education..... | (MRS) CECILIA U. STUART, Chief LOIS M. CLARK, Adviser |
| Secondary Education..... | H. FRANK HARE, Chief WILBUR R. LECRON, Adviser OLIVER S. HECKMAN, Adviser |
| Special Education..... | T. ERNEST NEWLAND, Chief EDNA M. KUGLER, Adviser |
| Extension Education..... | A. W. CASTLE, Chief |
| Agricultural Education..... | H. C. FETTEROLF, Chief V. A. MARTIN, Adviser |
| Home Economics Education..... | (MRS) ANNA G. GREEN, Chief (MRS) EDITH D. DAVISON, Adviser |
| Industrial Education..... | WALTER B. JONES, Chief LANE C. ASH, Adviser HAROLD N. COOLEY, Adviser |
| Vocational Rehabilitation..... | M. M. WALTER, Chief |
| Health and Physical Education..... | FRANK P. MAGUIRE, Chief |
| School Nursing..... | (MRS) LOIS L. OWEN, Adviser |
| Audiometric Testing | MARGARET P. DURKIN, Adviser |
| Art Education..... | C. VALENTINE KIRBY, Chief |
| Music Education..... | M. CLAUDE ROSENBERRY, Chief |
| Curriculum Construction..... | ALAN O. DECH, Adviser |

(Continued on Inside of Back Cover Page)

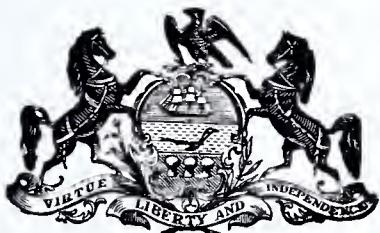
"GENERAL BOOKBINDING CO. Cleveland 14, Ohio

ll out on first order only. This information is kept on file
for future reference. If changes are made fill out again.

5168

**Minimum Standards Governing Reimbursement
of
Extension Schools, Classes, and Activities
and
Accreditation of Extension Secondary Schools**

LESTER K. ADE
Superintendent of Public Instruction



COMMONWEALTH OF PENNSYLVANIA
Department of Public Instruction
Harrisburg
1938

N₂

Foreword

The purpose of this bulletin is to present certain legislative provisions for the public education of out-of-school youth and adults, existing minimum standards governing the reimbursement of school districts for maintaining such activities, and like standards governing the accreditation of evening secondary schools.

In keeping with the growing complexity of modern socio-economic problems, the school laws of Pennsylvania have recognized the increasing social responsibility of public education. Enactments of recent years have opened the way for public school officials to serve the educational and recreational needs of out-of-school youth and adults, with full authorization.

Constantly increasing leisure requires a planned program of wholesome leisure occupation, particularly for our youth during their formative years. Persistent technological unemployment challenges the resources of public education in vocational preparation and guidance. The clash of conflicting political doctrines demands public adult civic education if a safe degree of social unity is to be realized and social self-determination is to be preserved.

At a time when a steadily growing period of required parental care confronts society, and a rapid succession of socio-economic changes demands unrestricted opportunities for individual self-adjustment, the attention of public school officials of the Commonwealth is directed to the essential social responsibilities of public education in a democratic social order, and to the provisions set forth in this bulletin which have been made for the purpose of meeting these responsibilities.

This bulletin has been prepared by A. W. Castle, Chief, Division of Extension Education, under the direction of Paul L. Cressman, Director, Bureau of Instruction, and edited by Eugene P. Bertin, Department Editor.

LESTER K. ADE
Superintendent of Public Instruction

August 1, 1938

L321435

Contents

| | |
|--|-------------|
| Foreword | Page |
| Introduction | 5 |
| Legislative Provisions | 7 |
| 1. Definition of Extension Education | 7 |
| 2. Status of Extension Education | 7 |
| 3. Mandatory and Permissive Legislation | 7 |
| 4. Location and Housing of Extension Education Activities | 7 |
| 5. Permission to Exact Deposit Fee | 8 |
| 6. Authorization of Accredited Evening Secondary Schools and Classes | 8 |
| 7. Certification of Teachers and Leaders | 8 |
| 8. Minimum Salary | 9 |
| 9. Annual Report on Extension Education Activities | 9 |
| 10. Application for Appropriation | 9 |
| 11. Reimbursement of School Districts for Maintaining Extension Education | 10 |
| 12. Payment of Appropriation | 19 |
| Definition of Terms | 11 |
| 1. Day School | 11 |
| 2. Extension Schools | 11 |
| 3. Curricular Course of Study or Activity | 11 |
| 4. Extra-Curricular Course of Study or Activity | 11 |
| 5. Standard Course of Study | 11 |
| 6. General Course of Study | 12 |
| 7. School Session | 12 |
| 8. Class Period | 12 |
| Minimum Standards Governing Reimbursement of School Districts for Maintaining Extension Education | 13 |
| 1. General Requirements | 13 |
| 2. Schedule of Classes | 13 |
| 3. Teacher Load | 13 |
| 4. Pupil Load | 14 |
| 5. Records and Reports | 14 |
| 6. Pupil-Teacher Ratio | 14 |
| 7. Heating, Lighting, and Ventilation | 15 |
| 8. Facilities and Equipment | 15 |
| Minimum Standards Governing Accreditation of Extension Secondary Schools | 16 |
| 1. General Requirements | 16 |
| 2. Schedule of Classes | 17 |
| 3. Provisions for Study and Counseling | 17 |
| 4. Provision of Library for Reference, and of Reading-Room Facilities... | 18 |
| 5. Teacher Preparation and Certification | 18 |
| 6. Teacher Load | 18 |
| 7. Pupil Load | 18 |
| 8. Pupil-Teacher Ratio | 19 |
| 9. Credits | 19 |
| 10. Requirements for Graduation | 19 |
| 11. Records | 20 |
| 12. Visitation and Approval | 21 |
| 13. Reports | 21 |
| Conclusion and Summary | 22 |

**Minimum Standards Governing Reimbursement
of
Extension Schools, Classes, and Activities
and
Accreditment of Extension Secondary Schools**

Introduction

By legislative enactment, any type of approved educational, recreational, or social service for out-of-school youth and adults which a given board of school directors may deem advisable, is eligible for extension reimbursement equivalent, on a percentage-of-the-minimum-salary basis, to that to which such board is entitled for the maintenance of its day schools.

Extension education activities may range from public forums and parent education discussion groups to regularly conducted formal classwork in the evening elementary or secondary schools or from a brief, intensive ten-hour course in blue-print reading, or power-machine operation, to the formal one-hundred-twenty hour course of the standard evening secondary school.

Recreational activities may range from group work in creative art, music, and dramatics to gymnastics, swimming, and competitive sports; from hobby clubs in handicrafts and general shop work to community center service with any desired function from social dances to library and reading-room service; and embrace any other activity desired, from choral, orchestral, and band work to community field meets, exhibits, pageants, and festivals.

For those out-of-school youth and adults who wish to improve themselves by further systematic study, the standard evening secondary school has been created. By proper organization of evening-secondary school programs and approval by the Department of Public Instruction, valid secondary school credit may be awarded toward the fulfillment of the requirements for graduation. The school laws further provide that whenever such requirements have been thus satisfied by any student, the appropriate school diploma shall be awarded him.

For those who desire short, intensive courses to assist them in their daily work or to broaden their general educational background, the general evening secondary school is provided. To the special-interest groups, such as literacy and citizenship education, elementary education, parent education, and workers' education, full authorization is given in the approved scope of extension education.

This presentation of legislative provisions and regulations of the State Council of Education will be made in the order and under the captions following:

Legislative Provisions

Definition of Terms

Minimum Standards Governing Reimbursement of School Districts for Maintaining Extension Education

Minimum Standards Governing Accreditment of Extension Secondary Schools

Conclusion and Summary

Legislative Provisions

Among the more important legislative provisions for the administration of extension schools, classes, and activities are the following:

1. Definition of Extension Education

"Extension education shall designate any instructional, recreational, or social service provided and administered by the board of school directors of any school district which is organized primarily for out-of-school youth and for adults, but shall not include the school work of continuation and other vocational schools which are subsidized under the provisions of Federal enactment." (Section 4101, School Laws)

2. Status of Extension Education

"Extension education shall be an integral part of the public schools of the Commonwealth and of the districts in which it is organized, and shall be under the supervision of the superintendent of the county or of the district as are other public schools of that district. The State Council of Education shall adopt standards for the qualifications and certification of extension teachers and leaders and all other matters pertaining to extension education not inconsistent with this act or other acts pertaining to the public schools of the Commonwealth." (Section 4106, School Laws)

3. Mandatory and Permissive Legislation

"The board of school directors of any school district may and upon written application, signed by fifteen or more residents of such district above the age of sixteen years who are not in attendance at any public or private day school, shall provide free extension education for said applicants in any curricular course of study or activity so requested, or in English and citizenship for immigrants and native illiterates, or in parent education, or in citizenship for adults, and may provide such other extra-curricular courses of study and activities as said board may deem advisable. * * *" (Section 4102, School Laws)

4. Location and Housing of Extension Education Activities

"Extension education shall be provided in school buildings at any time not in conflict with regular day-school activities as requested by

such applicants and elsewhere at any hour during any day except Sunday or legal holidays which the board may deem advisable: Provided, That the board shall not be required to admit to said extension schools a person who is in actual full-time attendance at any public or private school during the day: Provided further, That attendance at such classes by part-time pupils shall not be accepted in lieu of the compulsory part-time attendance required of such pupils: Provided further, That said board of directors may close any class of said extension schools when the average attendance for any month falls below ten." (Section 4103, School Laws)

5. Permission to Exact Deposit Fee

"Any board of school directors may require a deposit fee of a sum not to exceed five dollars (\$5.00) from each person enrolling in such extension schools or classes, and may require further that such deposit fees accompany said written applications for such extension instruction. Such deposit fee shall be returned at the close of each term of instruction to all persons so enrolled who have attended seventy-five (75) per cent or more of the class sessions of said term: Provided, That nothing herein shall be construed as prohibiting the return of said deposit fee because of death, sickness, or for any other cause which the board may deem justifiable." (Section 4104, School Laws)

6. Authorization of Accredited Evening Secondary Schools and Classes

"All school credits derived from any curricular course of study in the extension classes of any district shall be accepted by the school authorities of that district toward fulfillment of the requirements for graduation from any curriculum of any day school of corresponding grade in that district. Upon the satisfactory completion in extension classes of the curricular courses of study required for graduation from any curriculum of any school district by any person, such person shall be awarded the appropriate school certificate or diploma at the close of the then current school term." (Section 4105, School Laws)

7. Certification of Teachers and Leaders

" * * * no teacher shall teach in any public school of this Commonwealth, any branch which he has not been properly certificated to teach." (Section 1301, School Laws)

8. Minimum Salary

" * * * the minimum salary of part-time teachers, supervisors, and principals employed in the extension schools and classes of the Commonwealth, established for the education of adults and legally employed minors and not designated as continuation or other vocational schools or classes, shall be one dollar (\$1.00) per hour; the minimum annual increment in salary in such extension schools and classes shall be twenty-five cents, (\$.25) per hour; the minimum number of such annual increments shall be two (2)." (Section 1210-19, School Laws)

9. Annual Report on Extension Education Activities

"Every county and every district superintendent in this Commonwealth shall annually on or before the first Monday of August, forward to the Superintendent of Public Instruction the reports of the several school districts under his supervision, and shall accompany the same with such extended report of the public schools under his supervision as he may think proper, suggesting such improvements or changes in the public school system as he may see fit to suggest. He shall further furnish to the Superintendent of Public Instruction, whenever required so to do, such additional reports and information as the Superintendent of Public Instruction may request." (Section 1151, School Laws)

10. Application for Appropriation

"On or before the first day of November of each year, each school district of the first and second class and each school district of the third class having a district superintendent, shall file a certificate with the Superintendent of Public Instruction, in such form as he may prescribe and on blanks to be furnished by him, showing the number of full-time teachers, supervisors, principals and other full-time members of the teaching and supervisory staffs, the number thereof employed in elementary schools and the number employed, respectively, in three and four year junior high schools, the certificates held by each, and the compensation paid each for the current school year, and showing further the number of part-time teachers, supervisors, and principals employed in extension schools and classes established as herein provided, the certificates held by each, and the compensation paid each during the preceding school year. On or before the first day of October of each year, each school district of the third class not having a district superintendent, and each school district of the fourth class, shall forward such

a certificate to the county superintendent, and, if approved by him, the county superintendent shall forward the same to the Superintendent of Public Instruction on or before the first day of November each year." (Section 1210-20, School Laws)

11. Reimbursement of School Districts for Maintaining Extension Education

"And provided further, that for each part-time member of the teaching and supervisory staff employed by any school district in extension schools and classes approved by the Department of Public Instruction, established for the education of adults and legally employed minors and not designated as continuation or other vocational schools or classes, the Commonwealth shall pay to the several districts the same per centum of the minimum salary herein required to be paid to part-time teachers in such extension schools and classes as is paid to such districts of the minimum salary of the full-time teachers." (Section 1210-19, School Laws)

12. Payment of Appropriation

"The amount apportioned and allotted to each school district shall be divided into equal semi-annual installments, and the Superintendent of Public Instruction shall draw his warrants semi-annually upon the State Treasurer in favor of each district for the amount to which it is entitled, and payment thereof shall be made to fourth class districts during the months of February and August of each year, to second and third class districts during the months of March and September of each year, and to first class districts during the months of April and October of each year.

"Provided, That reimbursement on account of salaries required to be paid for extension schools and classes as herein provided shall be made to school districts maintaining approved extension schools and classes established as herein provided, and shall begin with the first semi-annual payment of the biennium beginning the first day of June, one thousand nine hundred and twenty-seven." (Section 1210-23, School Laws)

Definition of Terms

Approval of extension courses and activities for reimbursement is contingent upon the maintenance of certain minimum standards hereinafter set forth which are based upon the following interpretations and definitions.

1. Day School

“Day school” shall designate the traditional public school, either elementary or secondary, in which “unless otherwise determined by the board, the daily session of school shall open at nine ante meridian and close at four post meridian, * * *.” (Section 1605, School Laws)

2. Extension Schools

“Extension schools” and “extension classes” shall designate any free public school classes or activities maintained at any time or place within a district, outside of the day-school organization, excepting vocational and special-education classes which are reimbursable as such.

3. Curricular Course of Study or Activity

“Curricular course of study or activity” shall designate any elementary or secondary course of study or activity, excepting such reimbursable vocational and special-education courses of study, included in the study and activity program of the regular elementary or secondary public day schools in any given school district.

4. Extra-Curricular Course of Study or Activity

“Extra-curricular course of study or activity” shall designate any course of study or activity, excepting such vocational and special-education courses of study and activities, not so included.

5. Standard Course of Study

“Standard course of study” shall designate any curricular course of study organized and given by extension instruction in accordance with prescribed standards, for the successful completion of which the standard school credit may be awarded.

6. General Course of Study

"General course of study" shall designate any extra-curricular or curricular course of study which is organized and maintained under a schedule of classes adapted to the needs of a particular group.

7. School Session

"School session" shall designate the time during which an extension school is in session, consisting of one or more class periods.

8. Class Period

"Class period" shall designate the continuous period of application given to any course of study or activity during a school session, varying in length from forty (40) to seventy (70) minutes for reimbursement purposes, and from forty-five (45) to seventy (70) minutes for accreditation purposes.

Minimum Standards Governing Reimbursement of School Districts for Maintaining Extension Education

1. General Requirements

- a. Extension courses and activities which are closed before the completion of the approved number of sessions are not reimbursable except for special cause, subject to the discretion of the Superintendent of Public Instruction.
- b. All standard and general courses shall be organized and maintained as such throughout any given term.
- c. Standard courses organized and maintained as such shall conform to the standards prescribed for accreditation.

2. Schedule of Classes

- a. Maximum number of class periods per school session devoted to any given course of study or activity,—two (2).
- b. Number of class periods per week devoted to any given course of study or activity,—one (1) to six (6) inclusive. Nothing herein shall be construed, however, as prohibiting reimbursement for leaders of forums, discussion groups, and like activities meeting bi-weekly, once each month, or less often.
- c. Number of minutes per class period exclusive of time required for change of classes,—forty (40) to seventy (70) inclusive.
- d. Whenever instruction in a course of study is scheduled for two (2) consecutive class periods in one (1) school session, provision shall be made for an intermission for relaxation between such periods of not less than five (5) minutes.

3. Teacher Load

- a. Twelve (12) clock-hours per week of prepared classwork or their equivalent shall constitute the maximum teacher-load for teachers who are engaged also in full-time, day school teaching, or other full-time employment.
- b. The maximum teacher-load in courses involving laboratory work, shop practice, or recreational activity shall be computed on the basis of two (2) hours of laboratory or shop work being equal to one (1) hour of prepared classwork or directed study.

4. Pupil Load

- a. The maximum pupil-load in prepared classwork or directed study, excepting in English and citizenship classes for immigrants and native illiterates, shall be fifteen (15) clock-hours per week, except for special cause, subject to the discretion of the Department of Public Instruction.
- b. The maximum pupil-load in schedules of classes involving laboratory work or shop practice shall be computed on the basis of two (2) hours of such work or practice being equal to one (1) hour of prepared classwork.

5. Records and Reports

- a. Complete records of schedules of classes, enrollment, average daily attendance, withdrawals, deposit fees accepted and refunded if any, personnel of teaching and supervisory corps and their individual certification, salary per hour paid each, and the number of hours each is employed, shall be maintained.
- b. The annual Extension Education Report shall be properly made on or before the first Monday of August of each year on Form PIEE-1, provided by the Department of Public Instruction for this purpose.
- c. The application for appropriation for the maintenance of extension-education activities shall be made annually on the regular Application for Appropriation Form PIBB-1 or PIBB-3, in accordance with instructions given under Sub-Item (f) of ITEM 2 of those forms.

6. Pupil-Teacher Ratio

- a. The pupil-teacher ratio based on average daily attendance shall not exceed thirty-five (35) in any formal prepared classwork.
- b. Nothing herein, however, shall be construed as restricting the ratio of participants to teachers and leaders in informal choral, band, orchestral, or other recreational activities; in lecture courses, forums, or group discussions; in club work, demonstrations, or entertainments; nor in other similar types of adult education activities.

7. Heating, Lighting, and Ventilation

- a. Heating, lighting, and ventilation of schoolrooms used for extension classes and activities shall be maintained at standards relatively equivalent to those of the day-school.
- b. Rooms other than schoolrooms, used for extension classes, must meet the standards in heating, lighting, and ventilation prescribed for school classrooms.

8. Facilities and Equipment

- a. The laboratories, shops, auditorium, gymnasium, library references, and other physical equipment of the school shall be made available for use in extension education activities.
- b. Facilities, equipment, texts, and supplementary materials provided for extension classes must be adequate to carry on the work of the course or activity effectively.

L321438

Minimum Standards Governing Accreditation of Extension Secondary Schools

Within the State system of extension education two types of extension secondary schools are authorized, namely, the general evening secondary school and the standard evening secondary school. The general evening secondary school program of studies consists, for the greater part, of short, intensive courses of preparation adapted to the immediate needs of individuals and groups, for which secondary school credit may not be awarded. The standard evening secondary school program of studies consists of systematic schooling and courses, for the successful completion of which credit is given toward the fulfillment of the requirements for graduation and the awarding of the regular diploma.

The minimum standards governing accreditation of extension secondary schools are in addition to those governing the approval of extension courses and activities for reimbursement, and are as follows:

1. General Requirements

- a. Standard courses of study shall be organized and maintained as such throughout the school term.
- b. Either prepared classwork under the assignment-recitation plan or directed study, or both, are eligible for approval.
- c. Standard courses shall be conducted in accordance with day-school standards in facilities, equipment, texts, supplementary materials and supplies, course content, and required achievement.
- d. Supervision of teaching of standard courses and in the direction of study shall be equivalent to that of day-school work in like courses of study.
- e. Admission to curricula and courses shall be subject to day-school prerequisites.
- f. The pupil-teacher ratio based on average daily attendance shall not exceed thirty (30) in any class.
- g. Standard evening secondary schools may be organized on a two-semester-per-school-year plan, or a one-semester-per-school year plan.

2. Schedule of Classes

- a. Maximum number of class periods per school session devoted to any given course of study,—two (2).
- b. Number of class periods per week devoted to any given course of study,—three (3) to six (6) inclusive.
- c. Number of minutes per class period exclusive of time required for change of classes—
 - i For schedules providing for two (2) class periods in any given course of study per school session,—forty-five (45) to fifty (50) minutes inclusive, provided such periods when consecutive are separated by a period of not less than five (5) minutes for relaxation.
 - ii For schedules providing for one (1) class period in any given course of study per school session,—forty-five (45) to seventy (70) minutes.
- d. Minimum number of school sessions per week for any given course of study, whether organized on the one-class-period-per-school-session basis or on the two-class-periods-per-school-session basis,—two (2).
- e. Number of weeks per semester must be governed by the standard unit requirement of thirty-six hundred (3,600) minutes of prepared classwork or approved directed study per half-unit of credit and will depend upon the length of the periods and the number of periods per week.

3. Provisions for Study and Counseling

- a. Facilities for study during a period of at least thirty (30) minutes shall be provided for all pupils immediately preceding, during, or immediately following the extension school session.
- b. Provisions for study, as in the foregoing, shall not be construed to mean that the use of these facilities by students shall be made obligatory upon them, the purpose being only to insure a place for study or review to all students who wish to avail themselves of this opportunity.
- c. In the organization of standard evening-secondary-school work, adequate provision shall be made for the adjustment counsel-

ing of students in the selection and pursuance of courses of study, and whenever directed study is employed, for consultation periods for pupil-teacher conferences.

4. Provision of Library for Reference, and of Reading-Room Facilities

- a. Library for reference, and reading-room facilities at least relatively equivalent to those afforded day-school pupils of equal grade, shall be provided.
- b. Library facilities shall be provided for all pupils at a time at which they can avail themselves of such service during a period of at least thirty (30) minutes immediately preceding, during, or immediately following the school session.

5. Teacher Preparation and Certification

- a. A majority of teachers in any standard evening secondary school shall possess college certificates.
- b. Teachers shall be properly certificated in the fields in which they instruct.

6. Teacher Load

- a. Ten (10) clock-hours per week of prepared classwork or directed study shall constitute the maximum teacher-load for teachers who are engaged also in full-time, day-school teaching, or other full-time employment.
- b. The maximum teacher-load in courses involving laboratory work or shop practice, or both, shall be computed on the basis of two (2) hours of laboratory or shop service being equal to one (1) hour of service in prepared classwork.

7. Pupil Load

- a. The maximum pupil-load for fully employed persons shall be ten (10) clock-hours of prepared classwork or its equivalent, except for special cause supported by a record of scholastic attainment uniformly excellent in all courses of study attempted.

b. The maximum pupil-load in schedules of classes involving laboratory work or shop practice shall be computed on the basis of two (2) hours of such work or practice being equal to one (1) hour of prepared classwork.

8. Pupil-Teacher Ratio

- a. In prepared classwork the pupil-teacher ratio, based on average daily attendance, shall not exceed thirty (30) in any class.
- b. For directed study this ratio may be exceeded for cause if approved by the Department of Public Instruction.

9. Credits

- a. A unit of work shall be a minimum of two hundred (200) minutes per week for a period of thirty-six (36) weeks, or its equivalent of classroom work which presumes additional reading and study.
- b. A unit of combined classroom and laboratory work shall be a minimum of two-hundred-fifty (250) minutes per week, or its equivalent, for a period of thirty-six (36) weeks.
- c. Work of a strictly laboratory nature shall be counted as having a half-unit value of classroom work.
- d. Extension credits shall be indicated by the system of marks used in day-school recording supplemented by a mark indicating that they were earned in extension classwork, with an appropriate explanatory legend printed upon the permanent record forms therefor.
- e. Credit beyond three (3) units may not be awarded for courses pursued in any given extension secondary school during any given school year by any person fully employed otherwise, except for special cause supported by a record of uniformly high attainment in all courses of study previously attempted.

10. Requirements for Graduation (Effective June, 1941)

- a. Graduation from an extension secondary school shall be based upon the achievement of three (3) years of work in the senior high

school comprising the tenth, eleventh, and twelfth years in any type of school organization.

b. Admission to the tenth year shall be based upon achievement in the junior high school comprising the seventh, eighth, and ninth years or their equivalent in any type of school organization.

c. The program of studies shall consist of such instructional materials and activities as are approved by the State Council of Education or by the Department of Public Instruction.

d. For graduation from any curriculum in any extension senior high school, the requirements shall be expressed in terms of three-unit sequences, two-unit sequences, and single units.

e. A minimum of twelve (12) units in the tenth, eleventh, and twelfth years shall be required for graduation, of which nine (9) shall be satisfied by sequences, including one (1) three-unit sequence.

f. Two (2) units of English shall be required. Three (3) units are recommended.

g. Two (2) units of Social Studies shall be required, one (1) of which shall be either United States History or Problems of Democracy.

h. A maximum of two (2) units of work earned in courses approved for less than a half-unit per year may be permitted as part of the twelve (12) units specified.

i. Requirements for graduation from extension secondary schools may be fulfilled partially or wholly by attendance at approved extension secondary school classes.

Note: The above requirements for graduation do not necessarily include entrance requirements for institutions of higher learning, and principals should direct the attention of all pupils who are anticipating such advanced study to this fact, and counsel them in the proper selection of sequences and elective units which will satisfy such requirements.

11. Records

a. Complete records of attainment, conditions, and failures of all registrants shall be maintained.

- b. Complete records of credentials for admission to curricula and courses shall be maintained.
- c. All records shall be kept in an easily accessible and permanent form.

12. Visitation and Approval

- a. Accreditation of evening-secondary-school work is contingent upon evidence that these standards are being maintained as shown by—
 - i A report by the responsible superintendent of schools on Form PIEE-5 provided by the Department of Public Instruction.
 - ii Report of inspection by a representative of the Department of Public Instruction.
- b. Standard evening secondary schools, once accredited, retain that status from year to year without subsequent approval as long as such service is maintained, except as such rating is rescinded for cause.

13. Reports

- a. In anticipation of the organization and maintenance of standard courses, an extension secondary school report shall be made on the form furnished by the Department of Public Instruction, (PIEE-5), and forwarded by the responsible superintendent of schools to the Superintendent of Public Instruction not later than thirty (30) days subsequent to the beginning of such standard extension courses.
- b. On or before the first Monday of August each year, standard evening-secondary-school activities shall be reported by the responsible superintendent of schools to the Superintendent of Public Instruction on Form PIEE-1, provided for that purpose, in accordance with the instructions found thereon.

Conclusion and Summary

From the foregoing legislative enactments and regulations of the State Council of Education, the following conclusions may be drawn.

1. Any type of educational, recreational, and social service, at any educational level, may be organized and maintained by any board of school directors as free public education.
2. All types of extension education are, by law, an integral part of the public schools of the Commonwealth and of the districts in which they are organized, and as such are subject to all appropriate legislation governing the administration of day-schools, including provisions for proper certification of teachers, the prohibition of the payment of tuition by resident students, and the provision of free texts and materials.
3. It is provided that whenever fifteen or more residents of a school district, above the age of sixteen years and not in full-time attendance at any public or private day-school, make written application for any type of educational, recreational, or social service maintained in the day-schools of their district, or for instruction in English and citizenship for immigrants and native illiterates, or in parent education, or in citizenship for adults, such service shall be provided as free public education.
4. Extension education activities, once organized, may not be closed, due to diminishing attendance, until the average daily attendance for one month falls below ten (10).
5. Extension education activities shall be provided in school buildings at any time not in conflict with day-school activities as requested, and may be provided elsewhere at any hour during any day except Sundays and legal holidays, which the board may deem advisable.
6. As a guarantee of good faith on the part of applicants or registrants, the board of school directors may require a deposit fee of a sum not to exceed five dollars, (\$5.00), but such deposit fee shall be returned at the end of the term to all members of the class or group who have attended seventy-five per cent, (75%), or more of the sessions of the term.

7. Any type of extension education activity maintained by a board of school directors is eligible for reimbursement equivalent on a percentage-of-the-minimum-salary basis to that paid school districts for full-time, day-school teachers, subject to approval by the Department of Public Instruction.
8. The minimum salary schedule for extension education teachers, leaders, supervisors, and principals is one dollar, (\$1.00), per hour for the first year of service, one dollar and twenty-five cents, (\$1.25), for the second year of service, and one dollar and fifty cents, (\$1.50), for the third year of service, the true minimum being one dollar, (\$1.00), per hour upon which basis the extension reimbursement is determined.
9. Two types of evening secondary school may be organized and maintained, namely, the general evening secondary school and the standard evening secondary school, both of which are equally eligible for reimbursement contingent upon the maintenance of the foregoing minimum standards governing reimbursement and approval by the Department of Public Instruction, but credit towards the fulfillment of the requirements for graduation may not be awarded for the successful completion of courses of study in a general evening secondary school.
10. A standard evening secondary school may be established, or a general evening secondary school may become a standard evening secondary school, with the privilege of awarding valid credit towards the fulfillment of the requirements for graduation, contingent upon the maintenance of the foregoing minimum standards governing accreditation and approval by the Department of Public Instruction.
11. Standard evening secondary schools may be organized on a one-semester-per-year basis, or on a two-semesters-per-year basis, representing respectively an evening school year of eighteen (18) weeks and thirty-six (36) weeks duration.
12. Under the foregoing minimum standards governing accreditation of evening-secondary-school work, a six-year standard evening secondary school may be organized, in which a given student carrying the normal maximum load may complete the requirements for the ninth, tenth, eleventh, and twelfth years, and be awarded a regular secondary school diploma.
13. Both prepared classwork and directed study are approved for both standard and general evening secondary school work.

14. Visitation and approval by a representative of the Department of Public Instruction are required for approval of reimbursement and for accreditation of evening secondary schools, and proper notice should be given the Department of Public Instruction sufficiently in advance of the organization of such activities to insure such visitation and rating.
15. An annual report on all extension education activities is required to be submitted by county and district superintendents to the Superintendent of Public Instruction on or before the first Monday of August of each year.
16. Application for appropriation on account of extension education activities is required to be made on or before November 1, of each year, on the regular Application for Appropriation Form, and in accordance with the instructions under sub-item (f) of ITEM 2 of that Form.
17. Owing to the uncertainties and irregularities of extension education activities, it is impossible to anticipate either the number or duration of such class and group work; hence each Application for Appropriation carries the names of all full-time, day-school teachers and supervisors for the then current school year, and the names of all extension teachers and supervisors for the then preceding school year.
18. Whenever a school district employs day-school instructors as teachers and leaders in approved extension activities, that district is entitled to both day-school and extension reimbursement for all such teachers rendering such dual service.
19. For full-time employes of a school district devoting a part of their time to extension service, or to a combination of approved vocational and extension service, their time and salary shall be properly prorated as a basis for extension reimbursement.
20. Duplicate reimbursement may not be approved, and evening school instructors approved for vocational service and aid should **not** be submitted in the Application for Appropriation for extension reimbursement.
21. All evening vocational education activities not approved for Smith-Hughes or George-Deen aid may be approved for extension reimbursement.
22. Extension education activities which for any reason are closed before the completion of the regular or anticipated term are not eligible for reimbursement.

23. All teachers and leaders employed in extension-education service must be properly certificated.
24. For information regarding certification of teachers and leaders in the fields of literacy and citizenship education, adult civic education, parent education, adult recreation, etc., application should be made to the Division of Teacher Education and Certification, Department of Public Instruction, Harrisburg.
25. For approval of extension education activities for out-of-school youth and adults, the physical equipment of the school plant, including shops, laboratories, auditorium, and gymnasium must be made fully available to extension enrollees if, and as needed.
26. In order to insure reimbursement for extension education activities maintained and to secure accreditation of evening-secondary-school work, it is essential that the Department of Public Instruction be notified promptly of the organization of such service and requested to verify and approve the organization and administration of such work as planned.

For further information regarding minimum standards governing reimbursement for extension-education activities and those governing the accreditation of evening-secondary-school work, address the Division of Extension Education, Department of Public Instruction, Commonwealth of Pennsylvania, Harrisburg.

(Concluded from Inside Front Cover Page)

BUREAU OF PROFESSIONAL LICENSING

JAMES A. NEWPHER, Director
W. RAY SMITH, Assistant Director

| | |
|-------------------------------------|---|
| Pre-Professional Credentials..... | JAMES G. PENTZ, Chief ALBERT J. McGLYNN, Adviser |
| Registrations and Renewals..... | DON WOLFE, Chief |
| Law Enforcement (State Boards)..... | EMANUEL F. SCHIFANO, Chief |
| Personnel Examinations | EUGENE J. SULLIVAN, Chief ROBERT E. MCKEE, Adviser |

Professional Examining Boards—

| | |
|---------------------------------|----------------------------|
| Architects | Public Accountants |
| Anthracite Mine Inspectors..... | Osteopathic Surgeons |
| Bituminous Mine Inspectors..... | Pharmacy |
| Dental Council | Veterinary |
| Professional Engineers..... | Advisory Committees— |
| Medical Educ. and Licensure.. | Barbers |
| Nurses | Beauty Culture |
| Optometrical | Real Estate |
| Osteopathic | |

| | |
|--|--|
| The State Library and Museum | JOSEPH L. Rafter, Director |
| Museum | (MRS) GERTRUDE B. FULLER, Asst. Director |
| Library..... | MARY STEVENSON, Asst. Director |
| Teacher Education and Certification..... | HENRY KLOOWER, Director |
| Elementary Certification | HARRY L. KRINER, Asst. Director |
| Secondary Certification and Placement Service..... | J. K. BOWMAN, Adviser |
| Publications..... | EUGENE P. BERTIN, Editor |

| | |
|---|--|
| Public School Employes' Retirement Board..... | H. H. BAISH, Secretary J. Y. SHAMBACH, Deputy Secretary |
| Pennsylvania Historical Commission..... | FRANK W. MELVIN, Chairman |
| Pennsylvania State Board of Censors..... | (MRS) A. MITCHELL PALMER, Chairman |

STATE COUNCIL OF EDUCATION

President and Chief Executive Officer, LESTER K. ADE

| | | |
|--------------------------------------|--------------|------------------------------------|
| George R. Bailey..... | Harrisburg | Emma Guffey Miller (Mrs) |
| Charles E. Beury..... | Philadelphia | Slippery Rock |
| Francis R. Cope, Jr..... | Dimock | Marian Parris Smith (Mrs) |
| S. Forry Laucks..... | York | Bryn Mawr |
| Marion K. McKay..... | Pittsburgh | John J. SullivanPhiladelphia |
| William S. McLean, Jr., Wilkes-Barre | | Clarence E. Ackley—Secretary |

